



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2010-27**

The U.S. Consulate in Kolkata is seeking an individual for the position of Secretary to the Public Diplomacy Officer.

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: Secretary, FSN-120-06, CLA-702004
(Personal Services Agreement)

OPENING DATE: December 5, 2010

CLOSING DATE: December 19, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-08*
Ordinarily Resident: Grade: FSN-6*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; **and**,
- EFM (see above) at least 18 years old; **and**,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; **and either:**
- Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Is listed on the travel orders or approved *Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan: **and**
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; **and**,
- Not on the travel orders of the sponsoring employee; **and**,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

NOTE: FOREIGN NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

FUNCTION OF POSITION

1. The incumbent maintains files on the International Visitors Leadership Program (IVLP) and other exchange programs. She/he maintains the Exchange Visitors' Database (EVDB), inputting data when necessary and coordinating with the Travel/Transportation section on travel dates and ticketing as well as with the Consular section to schedule interviews for necessary visas. APAO The position holder works with the APAO and FSN Program staff on issues relating to Voluntary Visitors and other Exchange programs, ensuring that all files are in order for timely distribution of outgoing and incoming cable traffic pertaining to travel arrangements and visas. He or she prepares travel cables and payment memoranda for IVLPs, exchange visitors, and other entitled to receive honoraria or other fees. The incumbent maintains and updates records of former International Visitors and also maintains and updates records on Voluntary Visitors and related programs. The position holder will assist Cultural Affairs Specialist (in charge of exchanges) to collate information for each nomination proposed from different offices in the Mission prior to post's IVLP selection meeting, prepare document(s) for edits and forward the final set of nominations to Delhi as per set deadlines. The incumbent will be responsible for establishing and maintaining files on each grantee, arrange travel allowance vouchers, coordinating, monitoring and managing all incoming and outgoing cables/communication with Delhi Exchanges Office and Washington, ensuring that grantees receive and send information for successful completion of each exchange program, drafting visa referrals 'A' and 'B' for contacts of PAO/APAO or other contacts of PAS accordingly.

The position holder will also conduct pre-departure briefings and ensure that grantees submit de-briefing reports on his/her return to post and prepare MAT entries, accordingly. The position holder will prepare visa (DS160) application form and referrals, if required; following on with Delhi/Washington for the timely receipt of visitors' DS2019 forms. Will need to liaise with the travel office to request reservations in advance and coordinate issuance of airlines reservations and other travel details. Coordinate with DRS to ensure that all exchange program participants are appropriately entered into the DRS and update contact information.

2. As Secretary and Personal Assistant to the Assistant Public Affairs Officer (APAO), the incumbent performs a wide range of duties in support of the APAO. These duties include: taking dictation, transcription, and typing of correspondence and reports. She/he receives and checks outgoing correspondence and, when required, makes necessary corrections. The position holder attends to incoming phone calls and visitors, establishes appointments, screens incoming correspondence, and brings messages requiring immediate action to the attention of the APAO. S/he also assists the APAO in organizing the flow of clerical work. In the absence of the APAO, notifies the program section of cables and messages that require action. Distributes all fax messages received by program section and sends faxed messages as required. Maintains stock of office supplies for the program section and APAO, ordering additional supplies from the Management section on an as needed basis. Performs other tasks and special projects as assigned by the APAO. S/he files electronic and paper documents according to the TAGS system.

3. As Personal Assistant and Social Secretary, the incumbent assists in APAO programs and representational events. S/he types guest-lists and invitations for official programs and/or representational functions, e.g. seminars, conferences, dinners, lunches, cocktails and tea events. He/she ensures timely distribution of invitations, receives RSVP calls/messages, and prepares final guest lists, and forwards the list to the security. The position holder must make telephone calls for all APAO events to obtain RSVPs and car license plate numbers for security. He/she coordinates catering for representational events at the residence of the APAO, works with domestic staff on menu, quantity of food and drink to be purchased, arranges for service staff, and provides instruction to staff at the site of the event.

The incumbent prepares representational claims and verifies accuracy with APAO before submission for reimbursement. S/he maintains files of guest lists and reimbursement claims and monitors reimbursement checks. S/he identifies/suggests caterers and plans and executes decor for events hosted by APAO or the Program section and attends programs and representational events when required to ensure events happen as planned. The incumbent assists in preparing the Program Event Record Form for events hosted by APAO. Informs DRS of any change of telephone numbers, address or any other new information on DRS contacts.

The incumbent compiles travel itineraries for the APAO, prepares RAP for the APAO, maintains travel files and travel reimbursement claims for APAO and program managers. S/he types and submits requests for USG vehicles for PA programs and when required prepares travel itineraries for program managers. S/he prepares travel claim upon completion of each trip and monitors reimbursement checks.

The incumbent serves as Public Affairs Section office manager. Makes travel arrangements for supervisor and staff members, and hotel reservations and other arrangements for visiting officials.

4. Drafts routine, non-technical correspondence concerning official, social, administrative and program matters; coordinates with other sections for periodic reports, and program schedules. Locates, assembles and maintains background information on various program related subjects/projects and provides these to the supervisor as and when needed. Ensures that the supervisor is fully briefed on matters to be considered before scheduled meetings/conferences and follows up with participants to ensure that various commitments made in those meetings are met.

Coordinates information for post's weekly calendar, which requires collecting information from all Public Affairs elements on program, leave, field travel and visitors. The incumbent maintains and updates information about Kolkata for the post's Welcome Kit. When required, he/she serves as part of a rotating secretarial pool to cover post principal officer and PAO's secretarial needs in the absence of his/her staff.

5. In addition to duties for the APAO, the position holder provides limited secretarial support to five program managers. The duties include typing letters and cables in the proper format, collating and updating lists of invitees for PA programs, arranging welcome kits for PA sponsored speakers. She/he provides assistance to program managers by sending invitations and other information to participants in PA programs. He or she further handles registration, seating, and catering for PA events with representational elements.

Attends PAS meetings to take notes and record commitments, to advise appropriate staff of action items, and to follow-up with them to assure deadlines are met. Maintains PAS calendar, with particular attention to PAO appointments. Requisitions office supplies and maintains supply stock. Arranges for repair of office equipment and other services as needed.

6. Coordinates administrative services in coordination with Consulate's Management Section. Maintains appropriate administrative resource and "tickler files" for budget submissions, procurement of needed goods and services, personnel actions, and related functions.

Coordinates PAS Grant Management Systems to ensure grants conform to regulations and are closed promptly. Tracks Public Diplomacy (PD) and representational funds, ensuring that bills are submitted in a timely manner and spending is on target. Maintains PAS electronic and paper files. Ensures timely submission of PAS time and attendance, and administers leave schedule.

Drafts routine non-technical letters, memorandums, telegrams, etc. to reply to requests for information, acknowledge receipt, and similar situations, including routine letters in appropriate local language. Answers telephone calls for APAO, responding to requests for information by directing call appropriately, taking messages and screening calls.

Acts as manager of PAS data base of contacts. Works with section colleagues to ensure timely and accurate inputting of information.

QUALIFICATIONS REQUIRED

1. Completion of post-secondary Secretary course is required.
2. Three years of progressively responsible secretarial and closely related experience is required.
3. Level III (Fluent) in written and spoken English and Level III (good working knowledge) in Bengali are required.
4. The position holder must have a thorough knowledge of the Department of State Correspondence Handbook, TAGS Handbook, and local correspondence manuals and instructions. A good knowledge of Public Affairs programs and administrative procedures is necessary.
5. The incumbent must have the ability to prioritize duties, meet deadlines, and perform efficiently in a challenging work environment. He/she must cope with all visitors, official and non-official, with tact, poise and discretion. Other requirements include: typing skills well above Level 2 (40 words per minute), stenographic ability of 100 words per minute (Stenography – Level 1), and various computer skills including, but not limited to: Microsoft Word, Outlook, Excel, PowerPoint, and Internet Explorer

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website http://kolkata.usconsulate.gov/job_opportunities.html or
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE: **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Management Office
Attention: Ellen C. Langston
5/1 Ho Chi Minh Sarani
Kolkata 700 071
Or
E-mail: HROKolkata@state.gov

POINT OF CONTACT

C. T. Adams
Telephone: 3984-2419
FAX: 2282-2335

Please insert “**VA# 2010-27** (Vacancy Announcement Number) in the subject of the e-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

All applications for the Subject announcement must be received in the Human Resources Office by close of business on **December 19, 2010**.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

EQUAL OPPORTUNITY EMPLOYER

The US Mission in Kolkata provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: PAO: Chad P. Cummins

Approved: MO: Ellen C. Langston